MISSION COORDINATOR CHECK LIST

FROM: START
TO: H-24 (*1110*)

TIME (NLT)	RESP	ACTION	COMPLETED
25X1A			
ASAP	DCOC	Complete & distrubute mission alert notification	*0600*
25X1A			
ASAP	DCOC	☐ X Acknowledge Receipt of ☐	*0630*
ASAP	DCOC	Convert H -hour time to local and record in check list.	*0636*
ASAP	DCOC	Complete pilots activity schedule (5) (1-DCO, 1-M/C, 1-Flt Surg, 1-CO, 1-DCOL)	*0630*
25X1A			
ASAP	DCOC	Notify & alet the C-130 (21 TCS) Naha WA-7175	*0810*
25X1A	25X1A	☐ (Alert H+30) *07/0290* Z	
25X1A		Advise that we have an airlift requirement to ☐ at *07/0840* Z . In place time here to pick up TAKE is L+2:00.	
25X1A			*74/1040*
25X1A	ASAP	DCOC	Check with DCOM to see if Msgs ☐ ☐ have been received by 1004 prior to H-24. ☐	*81 - 1205*
25X1A			
ASAP	DCOC	Check with DCOM FOR the check list to be used.	*0630* ILLEGIB

(a) Custom or canned route.

ASAP	TTFC	Delivers tanker schedule with all C/S - & timing.	*1245*

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revised 16 Sept 67.

FROM: H -24:00(_1110_ L)

TO: H -18:00(_1710_ L)

TIME NLT	RESP	ACTION	TIME
H -23:30(_1114_ L)	DCOC/ M/C	attend Commander's initial briefing. Receive Ops personnel inputs for recovery team. Give to DCS.. Prepare access lists for CP and Flt Following Room.	_0800_
H -23:00(_1210_ L)	SEC	Hangars secured, access lists posted.	_1210_
H -22:00(_1310_ L)	COMMO	Recd [____] 62, Prepare Flimsy 25X1A	_0648_
H -21:00(_1410_ L)	Flt Surg	Results of pilot physicals 25X1A	_1200_
H -21:00(_1410_ L)	DCOC	Send [____] 57	_0859_
H -20:30(_1440_ L)	COMMO	Notify DCM of Freq Channelization and translator code.	_1500_
H -19:00(_1610_ L)	DCM	Complete TER and Refuel (Item 8.) #1 * (Item 3) #2	_1715_ _N/A_
H -19:00(_1610_ L)	SEC	Advise M/C of Seat Kit No. Prm AC Kit (Enter Bottom or [____]) Sec AC Kit	_105_ _119_
H -19:00(_1610_ L)	DCOM	Tape Recorders ready in briefing Rm	_1550_
H -19:00(_1610_ L)	COMMO	Complete Commo flimsy, cys to: M/C-3, (2 Pilots + 1 CP) and DCOMF-2	_1540_

25X1A

* DCM REGENERATION

Revised 23 August 1967

FROM: H-18:00 (_1710_ L)

TO: H-12:00 (_2310_ L)

TIME (NLT)	RESP	ACTION		TIME
H-18:00(_1710_ L)	DCOMI	Start Intelligence Briefing		_1530_
H-17:00(_1810_ L)	DCO	Supervise Plt's Initial Briefing		_1600_
H-16:00(_1910_ L)	DCM	Complete INS pre-flt (item 12)	#1	_1540_
			#2	_N/A_
H-15:00(_2010_ L)	DCOM(A)	Receive ☐ (Via 1004)		_1640 L_
H-15:00(_2010_ L)	DCM	Deliver ☐ ith EWS System Checkout Info.		_N/A_
H-15:00(_2010_ L)	COMMO	Deliver ☐ to M/C if all Info available.		_1615_
H-13:00(_2210_ L)	DCM	Complete EWS Pre-Flt (Item 13)	#1	_1515_
			#2	_N/A_
H-13:00(_2210_ L)	DCOM(A)	INS Load Sheet. Deliver to INS		_1220_
H-13:00(_2210_ L)	Flt Surg	Start Crew Rest		_2210_
H-12:30(_2240_ L)	DCOM	Notify M/C of receipt of ☐ (Pkg Data) (Via 1004)		_1205_
H-12:00(_2310_ L)	DCOC	Send ☐ Support Msg to 313th		_1345_
H-12:00(_2310_ L)	DCOM(A)	Receive Wea update flt plan (Via 1004)		_2315_

25X1A

25X1A

25X1A

25X1A

Revised 11 September 1967

FROM: H-12:00 (_2310_ L)

TO: H- 2:00 (_0910_ L)'

TIME(NLT)	RESP	ACTION		TIME
H-11:30(_2340_ L)	DCOM	Package program to Pkg personnel		_1220_
H- 9:00(_0210_ L)	DCOW	M/C item (G) Wx effect of ability to launch. ☐		_0120_
H- 9:00(_0210_ L)	BCOC	Send ☐ to Hqs		_0125_
H- 8:30(_0240_ L)	DCM	Complete Pkg Load (Item 15)	#1	_1900_
			#2	_N/A_
~~H- 5:00(0510)~~				
~~H- 5:30(0540)~~				
~~H- 5:00( )~~				
H- 4:30(_0640_ L)	DCOM(A)	Film strip complete		_1730_
H- 4:00(_0710_ L)	AFCS	Report Equip status to DCOC		____
H- 3:45(_0725_ L)	CMDR DCO F/Surg	Final decision on primary & spare pilot, notify DCOL		____
H- 3:45(_0725_ L)	DCO	Current Airfield Status		____
H- 3:30) _0740_ L)	DCM	Start INS Warm (Item 21)	#1	____
		*(Item 14)	#2	_N/A_
H- 3:30(_0740_ L)	DCO	Final Briefing		____
H- 2:30(_0840_ L)	DCOC	Send ☐ confirmation of Coord.		____

25X1A (appears beside several rows in left margin)

*   DCM REGENERATION

MSN CANX WX *(handwritten)*

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FROM: H -2:00 (_0910_ L)

TO: L HOUR (_____ L)

TIME (NLT)	RESP	ACTION	TIME
H -1:30(_0940_ L)	DCOC	Notify Helicopter Section of ETD (CONTROLLER)	
H -2:00(_0910_ L)	DCOMI	E&E Packet turned in to DCOL	
H -1:35(_0935_ L)	DCOW	Letdown plates to pilots	
~~H -1:30(0940 L)~~			#2
H -1:25(_1035_ L)	F/Surg	Pre-suiting physical	
H -1:00(_1010_ L)	DCOM	Load DCOM material both acft	#1
			#2
H -0:50(_1020_ L)	DCOL	Pilot to aircraft	
H -1:00(_1010_ L)	DCO	Go-No-Go decision	
H -1:00(_1010_ L)	DCOC	Activate HF (CONTROLLER)	
H -1:00(_1010_ L)	DCOC	Check latest NOTAMS	
H -1:00(_1010_ L)	DCOC	Assure Chopper alerted	
H -:45(_1025_ L)	DCOL	Pilot hooked up in acft	
H -:30(_1040_ L)	DCM	Start engine 25X1A	
H -:15(_1055_ L)	DCOC	Cmdr's emerg C.L., Dash-1, CYG Ck list, [25X1A]	
H -:00(_1110_ L)	DCOC	Send [25X1A]	
H Hour(_____ L)	DCOC	Send T/O Msg to 313th	
H +1:15(_____ L)	DCO	Release spare (primary)	
:30 prior to ldg	DCOC	Alert chopper (controller)	
:30 prior to ldg	DCOC	Notify Transit Alert (controller)	
:30 prior to ldg	M/C	Prepare [25X1A] for DTFC or DCO (clip bd) (primary)	25X1A
ASAP after ldg	DCOC	Send [25X1A] (Msn ldg report)	
ASAP after ldg	DCOC	Send 313th CNX (ATA) msg	

(*************************************)

FROM: H +1:00 (_____ L)

TO: END

TIME (NLT)		RESP	ACTION	TIME

SECONDARY LAUNCHED

25X1A

ASAP		DCOC	Send [____] on Primary	25X1A
ASAP		DCOC	Send [____] abort Msg on Prim	
H +1:00(_____ L)		DCOC	Send [____] on Secondary	25X1A
H +1:00(_____ L)		DCOC	Send [____] T/O on Secondary	
L -:30(_____ L)		DCOC	Notify Helicopter (controller)	
L -:30(_____ L)		DCOC	Notify Trans Alert (controller)	
L Hour(_____ L)		DCOC	Send[____] 25X1A	25X1A
L Hour(_____ L)		DCOC	Send [____] Canx - Give ATA	

25X1A (left margin, appears twice)

****

	RESP	ACTION	
ASAP after ldg	DCOC	Receive CYG Down time, then release Strip Alert/Airborne Alert Tnkr. Notify TTFC.	
ASAP after ldg	DCOC	Release Helicopter (controller)	
ASAP after Ldg	DCOC	Release C-130 (21TCS)	
L +:30(_____ L)	AFCS	Shutdown	
L +1:30(_____ L)	DCOMI	Par "C" of[____]to DCOM	
L +3:30(_____ L)	SEC	Sterilize aircraft	
L Plus ___(_____ L) L +4:00(_____ L)	DCOC DCOM	Release Acft to DCM Recording tape and film strip to Security.	
L +5:00(_____ L)	DCO	Review Tanker Msn Report	
L +5:00(_____ L)	DCOM	Tape of debrief to Security	
L +5:00(_____ L)	COMMO	[_] Tape to Security	

25X1A (left margin)

25X1A

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Next 1 Page(s) In Document Exempt

BLACKSHIELD

			TITLE	DUE LCL	Z	IN	OUT	ACTION	REMARKS
25X1A	✓								
	✓		Msn Alert Wx Fcst	-25 1010	0110	X		WX	(Receive Daily)
25X1A	✓		Airfield Status	Daily 0900	0000		X	DCOC (Controll)	As of 0900L Filed in ☐ Folder
	✓		Tanker Msn Alert	-24 1110	0210	X		SAC	
	✓		Mission Alert	-24 1110	0210	X		CMDR/DCO DCM	
25X1A	✓		Ackd Receipt ☐	ASAP			X	DCOC	
	✓		Mission Plan Wx Requirement	-23 1210	0310	X		WX/DCO	
	✓		Opln Commo Data	-22 1310	0410	X		COMMO/DCO	
	✓		EWS Setting	-22 1310	0410	X		EWS	
	✓		Tanker/Wx Scout Recall Word	-22 1310	0410	X		SAC/DCO	
	✓		Mission Alert Confirmation	-21 1410	0510		X	DCO	
	✓		Tanker Support Confirmation	-21 1410	0510		X	SAC	
	✓		Msn Plan Wx Fcst	-21 1410	0510	X		WX	
	✓		Forward Base Wx Forecast	-21 1410	0510	X		WX	
25X1A	✓		Wx Scout Request	-20 1510	0610		X	DCO	25X1A

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complete

25X1A   *BLACKSHIELD*

		TITLE	DUE		IN	OUT	ACTION	REMARKS
			LCL	Z				
✓								
N/R		HF Freq to TTFC	−20 1510	0610		X	COMMO	As Req of Typhoon Deployment
✓		MISSION PLAN#1	−18 1710	0810	X		DCOMP	
✓		Current Intel	−18 1710	0810	X		INTEL	
✓		Msn Pln Wx Fcst	−17:30 1740	0840	X		WX	
✓		Wx Support Confirmation	−17:30 1740	0840	X		DCOC	
✓		Weather Scout Call Sign Confirmation	−17:00 1810	0910		X	DCO	Wx Scout Call Signs to WECEN [ ]
✓		Forward Base Wx Forecast	−17:15 1755	0855	X		WX	25X1A
✓		Opln Capability	−16:00 1910	1010		X	DCM	As of 1700 Local Daily
✓		Supt Acft Status	−15:00 2010	1110		X	DCM	As of 1700 Local Daily
✓		Mission Pln#2	−15:00 2010	1110	X		DCOMP	Probably 1004
✓		Mission Plan#3	−15:00 2010	1110	X		DCOMP	Probably 1004
N/R		EWS Sys Checkout	−15:00 2010	1110		X	DCM	REQUIRED ONLY WHEN SO INDICATED ON BOTTOM OF [ ] 25X1A
✓		GO−NO−GO Wx Requirements	NLT 1330Z 2230	1330	X		Wx	
		Tnkr Msn Wx Fcst	−14:00		X		SAC/WX	

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25X1A   *BLACK SHIELD*

	TITLE	DUE LCL	DUE Z	IN	OUT	ACTION	REMARKS
✓	Tanker Msn Plan	-13:00 / 2210	1310	X		SAC	Probably More Than 1 Msgs
✓	Camera Programming Data 25X1A	--12:30 / 2240	1340	X		DCOMP	Probably 1004
✓	Support Request	-12:00 / 2310	1410		X	DCO	25X1A Add Crew Number
✓		-10:00 / 0110	1610		X	COMMO	25X1A 25X1A
✓	Non-Opnl Sortie	DAILY / 2400	1500		X	DCOC (CONTROL)	File in ☐ Folder Submitted Appox 1530L Daily For Next Days Non-Ops Msn
✓	Sp Fuel Test	-10:00 / 0110	1610		X	DCM(POL)	
✓	Forward Base Wx Forecast	-9:00 / 0210	1710		X	WX	
✓	Tanker Pre-Sortie Report	-9:00 / 0210	1710		X	SAC	Probably More Than 1 Msgs
✓	GO-NO-GO WX Forecast	-9:00 / 0210	1710	X		WX	
✓	Pre-Sortie Report	-9:00 / 0210	1710		X	DCO	
	az Wx Advisory	-7:00 / 0410	1910		X	WX	If Adverse Conditions
	az Wx Advisory	-7:00 / 0410	1910	X		WX	If Adverse Conditions
✓	Tanker Msn Support Execution 25X1A	-6:00 / 0510	2010	X		SAC	
N/R		-12:00 / 2310	1410		X	DCom	

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25X1A

BLACKSHIELD

✓		TITLE	DUE LCL	Z	IN	OUT	ACTION	REMARKS
✓		Final Option Selection	-6 0510	2010	X		DCOM	
✓		Msn Alert Wx Fcst	-5 0610	2110	X		WX	(Receive Daily)
✓		Emerg Seat Pack	-5 0610	2110		X	SECURITY	
		Forward Base Wx Forecast	-3 0810	2310		X	WX	
		Met Watch Obs	-3 0810	2310		X	WX	
✓		[ ] Coord Confirmation	-3 0810	2310	X		DCO	
		GO-NO-GO Wx Forecast	-3 0810	2310	X		WX	
		Spl Fuel Test	-2:30 0840	2340		X	DCM(POL)	
✓		313 AD Coord Confirmation	-2:30 0840	2340		X	DCO	Submit to Hqs
		Wx Scout Rpts	-2 0910	0010	X		WX	Will be Received Continuousl; Until AR Areas Secured
		Airfield Status	Daily 0900	0000		X	DCOC (Controll)	As of 0900 Local 25X1A Filed in [ ] Folder
		Tanker T/O Rpt	As Req			X	SAC	Continous Until all Tankers are Airborne
✓		GO-NO-GO Msgs	-1 1010	0110	X		DCO	
✓		Primary Take-off	-0 1110	0210		X	DCO	Add Crew Number

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25X1A

BLACKSHIELD

✓		TITLE	DUE ICL	DUE Z	IN	OUT	ACTION	REMARKS
✓		Primary Take-off	1110	-0 0210		X	DCO	25X1A
		Primary Abort	As Req			X	DCO	FLASH
		Primary Abort	As Req			X	DCO	25X1A
		Spare Take-off	As Req			X	DCO	Add Crew Number
		Spare Take-off	As Req			X	DCO	25X1A
		Tanker Off-load Rpt	As Req		X		DCO/SAC	Continous Until All Fuel Off Loaded
		Primary Landing	L			X	DCO	
		Primary Landing (Canx 313 Support If Msn Completed)	L			X	DCO	25X1A
		Spare Abort	As Req			X	DCO	FLASH
		Spare Abort (Canx 313 Support If Msn Cancelled)	As Req			X	DCO	25X1A
		Spare Landing	L			X	DCO	
		Spare Landing (Canx 313 Support)	L			X	DCO	
25X1A			ASAP			X	COMMO	
		Support Termination	ASAP		X		SAC/WX	

25X1A

BLACKSHIELD

✓		TITLE	DUE		IN	OUT	ACTION	REMARKS
			LCL	Z				
		Msn Post Landing	L Plus 2			X	DCO/CMDR	
		Tanker Landing	As Req			X	SAC	Continuous Until all Tankers Have Landed
		Camera Config	L Plus 3			X	DCM	
		Mission Report	L Plus 3			X	DCO/DCOM	25X1A INFO: [ ] "EYES ONLY CMDR"
		Spl Fuel Test	ASAP			X	DCM(POL)	
		Opnl Sortie Rpt	ASAP			X	DCO	25X1A Same as Nonop [ ]
		INS Tape	ASAP			X	DCOMP	Via 1004 w/message back-up
		Take Progress	ASAP			X	SECURITY	
		Final Field Eval Of INS Data	L Plus 10			X	DCM	
		Flash Process	ASAP		X		DCOMP	
		Film Evaluation	ASAP		X		DCOMP	
		INS Tape Eval	ASAP		X		DCOMP	
		INS Film Correle.	L Plus 7 Days		X		DCOMP	
		SYSTEMS VI TAKE PROGRESS RPT	ASAP			X	SECURITY	

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SECRET

FROM: Mission Coordinator   _6 JANUARY_ 196 _8_

SUBJECT: Mission Alert Notification

TO: (See Below)

Request your attendance at the Commander's Briefing to be held

in the Operations Briefing Room on _6 JANUARY_ 196_8_ at

_1140_ L.

[_____] 25X1A

Mission Coordinator

Office	Time(L)	Recipient	Office	Time(L)	Recipient
CMDR	✓		DCOL	✓	25X1A
DCO	✓		DCOC/MC	✓	
DCM	✓		DCOMI	✓	
DCS	✓		DCOW	✓	
SECUR	✓		COMMO	✓	
FLTSURG	✓		AFCS	✓	(Notify Only)
DCOM	✓		TTFC(SAC)	✓	(Notify Only)

25X1A

SECRET